

# **LEGISLATIVE COUNCIL POSITION DESCRIPTION**

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

**POSITION:** Human Resources Assistant

**AGENCY:** Legislative Service Bureau

**DIVISION:** Business Office (Human Resources)

**SALARY SCHEDULE RANGE:** E

**STATUS:** Full-time

## **GENERAL DESCRIPTION OF POSITION:**

This employee provides a variety of administrative support activities for the Legislative Service Bureau (LSB) Human Resources Office and other agencies. Individual serves as the initial customer contact for HR matters and as the receptionist for the floor to greet visitors and manage deliveries. Performs clerical support functions, including maintaining a customized HRIS, creating and maintaining forms and checklists, preparing reports, payroll processing, and other related functions. Interacts with internal customers and applicants to answer questions and provide assistance in HR functions, benefit programs and recruiting.

## **EXAMPLES OF WORK:**

- Performs general office work, such as filing, answering the telephone, photocopying, processing and routing mail, and recordkeeping.
- Prepares and updates reports, forms, checklists and correspondence incidental to the work.
- Provides general information and responds to inquiries from employees and managers regarding HR functions, policies and procedures.
- Serves as floor receptionist for office security purposes and to provide information and direct visitors.
- Enters, updates and retrieves information from various HRIS and payroll systems.
- Calculates and enters personnel and payroll transactions utilizing HRMN payroll system. Processes all follow-up notifications and paperwork.
- Assists in maintaining various HR Office files and records, including personnel files, payroll transactions and computerized databases.

- Certifies and/or releases payroll using the electronic Data Collection and Distribution System (DCDS). Answers DCDS questions from employees and managers and answers the Council's internal DCDS help line.
- Assists with the recruitment and interview process, including scheduling interviews, coordinating applicant materials, conducting reference checks, corresponding with applicants, drafting vacancy postings and disseminating job postings to appropriate locations, including the State of Michigan's NeoGov system.
- Receives job postings from other legislative agencies and routes to appropriate posting sites and Council personnel.
- Assists with benefits open enrollment process as directed. May prepare informational materials and assist employees with benefit questions and enrollment.
- Assists with employee onboarding as directed by preparing orientation packets, providing DCDS and employee self-service training to new employees, creating new employee personnel files, etc.
- May assist with scheduling training programs for agency staff development, including biennial CPR/AED/first aid training.
- Serves as the agency SECC (State Employees Combined Campaign) Coordinator and creates informational materials for staff distribution.
- Handles special projects as assigned, such as creating specialized reports and databases; prepares booklets, tables and flyers, or researches and compiles HR information and data.
- May provide support to employee intranet website.
- Performs other duties as assigned.

**MISSION STATEMENT PRINCIPLES AND GOALS:**

- Displays a team-oriented attitude toward co-workers and other Legislative Council Agency staff.
- Provides high-quality services and products to members of the Legislature and other customers.
- Acts in a professional manner.
- Takes initiative in improving one's knowledge, skills, and judgments so as to better serve the Legislature.

**KNOWLEDGE, SKILLS, AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:**

- Knowledge of general human resources practices.
- Knowledge of proper customer relationships and customer service practices.
- Knowledge of general office methods and procedures.
- Knowledge of correct English usage, grammar and punctuation, and acceptable formatting style for reports, correspondence, etc.
- Ability to learn Legislative Council and affiliated agency operations, policies and procedures, and LSB Printing Division union contract details.
- Ability to meet deadlines and schedules and complete work with accuracy and attention to detail.
- Ability to maintain confidentiality.
- Ability to communicate effectively in writing and prepare reports, correspondence, flyers, etc.
- Ability to communicate effectively orally, including the ability to explain instructions and train others effectively.
- Ability to analyze and compile data.
- Ability to handle a high volume of customer contact, deal effectively with difficult customers, and solve problems.
- Ability to prepare and maintain accurate records and files.
- Ability to adapt to changing work priorities.
- Ability to confidently learn and use HRMN (Human Resources Management Network), DCDS, and other agency-specific databases and software programs.
- Ability to confidently use basic and advanced functions of Microsoft Word, Excel and Outlook.
- Ability to perform mathematical computations, including making calculations using fractions, percentages and ratios.
- Ability to follow, apply, and interpret complex data.
- Ability to work independently and as part of a team.

**MINIMUM QUALIFICATIONS FOR THE POSITION:**

- High school graduate or GED Certificate required.
- Minimum of three years' secretarial/clerical experience in an office setting required.
- Payroll, benefits and/or human resources office experience desired.
- Able to confidently use intermediate level functions of Microsoft Word and Excel required.
- Database management experience and hands-on experience with HRIS (Human Resources Information Systems) desired.
- Excellent organizational skills, with ability to prioritize work and meet deadlines required.
- Excellent interpersonal skills, including the ability to deal with a diverse range of personalities required.
- Equivalent combination of education and experience acceptable.

**NECESSARY SPECIAL REQUIREMENTS:**

- Must be able and willing to work overtime as needed, including evenings, weekends and holidays.